

The Company listed below will visit the Job Center of Lake County on:

Date: March 20th of 2019.

**Where:** Job Center of Lake County, 1 North Genesee St, Waukegan, IL 60085

Start time: 10am

End time: 12pm



## JOB DESCRIPTION

**POSITION:** Independent Living Counselor (Non-exempt/Hourly)  
**DEPARTMENT:** Residential Services  
**REPORTS TO:** Residential Manager

**JOB SUMMARY:** Supervises individuals who have intellectual disabilities and mental illness in a group home setting. Instructs them on independent living skills and maintains the home in a clean and safe manner.

### ESSENTIAL JOB FUNCTIONS:

1. Properly implements medication procedures.
2. Ensures the safety of individuals under his/her supervision and ensures health, safety and supervision issues are communicated to the appropriate staff and seeks direction from management in an atypical situation.
3. Monitors general health/well being of assigned individuals and reports all health concerns to the nursing staff.
4. Implements and documents service plan for assigned individuals according to procedures.
5. Attends and participates in team meetings for assigned individuals and assists with the development of individual service plans.
6. Educate, promote and provide support to individuals in making healthy lifestyle choices, as referenced in the DSP health and safety and health and nutrition training curriculums and/or service plans.
7. Identify and utilize effective advocacy strategies to overcome the diverse challenges facing individuals, i.e., human rights, legal, administrative and financial.
8. Maintains current certification in DSP, CPR, FA, and MANDT.
9. Attends all mandatory training (DSP, Medication Administration), in-service, and house meetings.
10. Plans and carries out leisure/recreational activities; integrates individuals into the community.
11. Plans and carries out weekly grocery shopping duties.
12. Plans and carries out personal shopping outings Individuals.
13. Can create and adhere to a healthy, balanced weekly menu.
14. Can perform and teach household tasks, such as, but not limited to, cooking, cleaning, laundry, etc.
15. Completes safety drills and routes completed report in a timely manner.
16. Reports house and vehicle maintenance needs.
17. Displays consistent work performance in a variety of work settings.
18. The employee may be asked to perform other duties as required by the employer's business needs.
19. Cooperation with compliance and quality improvement initiatives and protocols.

### MARGINAL JOB FUNCTIONS:

- Keeps abreast of developments in the field by attending seminars, workshops, continuing education, attending agency in-services, etc.

- Serve on an agency committee and/or volunteers for fundraising activities, etc.

#### **PHYSICAL & VISUAL REQUIREMENTS:**

- Ability to lift/push/pull up to 50 lbs.
- Ability to see accurately both near and far
- Ability to walk, bend, twist, kneel, and stoop
- Ability to accurately manipulate small objects accurately using fine motor skills
- Ability to drive to various locations as needed, adapting to various weather conditions

#### **QUALIFICATIONS:**

1. 21 years of age or older
2. High school diploma or GED equivalent required
3. Valid and acceptable driving record required; must have reliable transportation
4. One year of related experience preferred
5. Meet criteria of the reading survey (TABE)
6. Attention to detail, good writing skills, strong interpersonal and training skills
7. Physical ability to lift and transfer people with mobility disabilities.
8. Knowledge in Microsoft Outlook preferred

#### **Receipt and Acknowledgment**

I acknowledge and understand that:

1. Receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
2. The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
3. Job duties, tasks, work hours and work requirements may be changed at any time.
4. Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations of the Agency.
5. NorthPointe Resources provides support to people with Intellectual and Developmental Disabilities (IDD) or Mental Health issues. All employees, regardless of position, have the potential for involvement with incidental personal and behavioral support situations. Paid, in-depth Direct Support Persons (DSP) training is provided for all DSP positions and available for non-direct care positions.
6. I have read and understand this job description.

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Employee Name (please print)

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Employee Signature

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Today's Date

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